

FLORAL DESIGNER STUDENT INTERNSHIP SKILLS LIST Provo School District

This list is designed to help you obtain considerable information during your internship period. The column on the left will designate various procedures used in the internship you have been assigned. When you have learned a procedure, record the date and have your mentor or sponsor initial the block. There is a lot to learn. Be sure to ask your mentor to show you as much as he/she can.

Floral Skills and Procedures	Date Initial	Date Initial	Date Initial
1. Introduction to business			
2. Overview of materials and supplies			
3. Wiring roses			
4. Wraps			
5. Decorating potted plants			
6. Corsages			
7. Funeral arrangements			
8. Wedding arrangements			
9. Hair pieces			
10. Vase arrangements			
11. Making bows			
12. Hospital arrangements			
13. Silk arrangements			
14. Dried arrangements			
15. Meeting public			
16. Taking telephone orders			
17. Taking wire orders			
18. Taking credit card orders			
20. Placing wire orders			
21. Working register			
22. Balloon bouquet			
23. Pricing			
24. Dish gardens & terrariums			

25. How to care for:			
Fresh flowers			
Silk flowers			
Dried flowers			
Hanging baskets			
Potted plants			
Bromeliads			
Orchids			
Cacti			
Succulents			
Blooming plants			
Herbs			
Ferns			
26. Types of soil			
27. Bookkeeping/accounting			
28. Delivery			
29. Freezer conditions			
30. How to store flowers/plants			